APPENDIX O
EXAMPLE PRESELECTION BOARD REPORT

The following example preselection board report corresponds to the project described in the CBD synopsis in Appendix K. Only representative excerpts of the report are shown as indicated. The cover and each page of the report containing source selection information will be labeled "SOURCE SELECTION INFORMATION - SEE FAR 3.104." (All pages labeled as such in this pamphlet are for illustrative purposes only and are not actual source selection information.)

The report would be organized as follows:

- FOR OFFICIAL USE ONLY Cover Sheet (DA Label 87)

- Cover memorandum (example enclosed). Since this memorandum contains only factual background information, it can be prepared prior to the board meeting. The memorandum is then signed at the conclusion of the meeting while all board members are still readily available.

- Enclosure 1: CBD synopsis. Enclose a copy of the actual published synopsis and any amendments to the original synopsis.

- Enclosure 2: List of firms. The list of firms, with addresses, that responded to the synopsis will be prepared prior to the board meeting. The list can then be manually marked (such as with asterisks) at the conclusion of the preselection board to identify the highly qualified firms.

- Enclosure 3: Completed evaluation worksheets for each firm (example enclosed). Worksheets may be handwritten (example is shown typed for publication clarity.) The blank worksheets are prepared prior to the board meeting, including the firm names and addresses, and inserted in the appropriate submissions, ready for review and evaluation by the board. The worksheet directly replicates the selection criteria from the CBD synopsis. The worksheets are not signed by individual board members since the final evaluation of each firm must be a consensus of the board.

Using this report format, the report is completed when the preselection board adjourns.

CESWF-ED-MS (715) 23 November 1996

MEMORANDUM FOR CHAIRPERSON, A-E SELECTION BOARD

SUBJECT: Report of the Architect-Engineer Preselection Board - Design of Consolidated Tactical Equipment Maintenance Shop, Fort Bliss, TX, Project No. 98145

1. References.

a. FAR 36.602 and supplements thereto.

b. EP 715-1-7, Architect-Engineer Contracting and local supplements thereto.

c. Commerce Business Daily synopsis, 18 October 1996, for the subject project (enclosure 1).

2. Board Information. The preselection board met on 23 November 1996 in the Fort Worth District. The board was conducted in accordance with references 1.a and 1.b. The using agency was invited to participate and accepted. The names and positions of all voting and non-voting board members are shown on page 2.

3. Description of Project and A-E Services. A description of the project and the required A-E services is provided in reference 1.c. The current working estimate for construction of this project is $11,800,000. The estimated A-E contract price is $650,000.

4. Firms Considered. The board considered a total of 25 firms that responded to the synopsis as listed in enclosure 2. Joint ventures are identified as (JV).

5. Highly Qualified Firms. The board evaluated the firms using the primary selection criteria announced in reference 1.c. The firms marked with an asterisk (*) on enclosure 2 are considered to be highly qualified to perform the required A-E services and are recommended to the selection board. The remaining firms were not considered highly qualified for the reasons noted on the evaluation worksheets in enclosure 3.

SOURCE SELECTION INFORMATION - SEE FAR 3.104.

CESWF-ED-MS
SUBJECT: Report of the Architect-Engineer Preselection Board - Design of Consolidated Tactical Equipment Maintenance Shop, Fort Bliss, TX, Project No. 98145

Name Grade/Position/Title Office/Organization Voting Member	Name Grade/Position/Title Office/Organization Voting Member
Name Grade/Position/Title Office/Organization Non-Voting Member	Name Grade/Position/Title Office/Organization Chairperson

3 Encls

SOURCE SELECTION INFORMATION - SEE FAR 3.104.

PRESELECTION BOARD EVALUATION WORKSHEET - PAGE 1

Synopsis Date: 18 Oct 96 Preselection Board Date: 23 Nov 96
Title of Project: Design of Consolidated Tactical Equipment Maintenance Shop
Location of Project: Fort Bliss, TX Project No.: 98145

Firm Name/Address: *Best Architects, Inc., El Paso, TX*

HIGHLY QUALIFIED - YES/NO CRITERION/REMARKS

SPECIALIZED EXPERIENCE/TECHNICAL COMPETENCE:

NO Design of heavy equipment maintenance facilities: *Only 1 small (20,000 sq. ft.) shop 4 years ago*
NO Fire protection design for heavy equipment shops: *No exp. indicated*

YES Ability to produce quality designs as evidenced by DQMP:

NO Energy conservation and use of recovered materials: *Minimal exp.*

YES Ability to deliver CADD drawings in required format:

YES Asbestos inspection, testing and abatement design:

NO Ability to do computer-aided construction cost estimates: *Minimal exp.*

PROFESSIONAL QUALIFICATIONS:

YES Project management:

NO Architecture: *No exp. with maint. shops or similar facilities. Only with firm 6 mon.*

NO Fire protection engineering: *Exp. mostly admin. bldgs. Not registered.*

NO Mechanical engineering: *Exp. mostly admin. bldgs.*

YES Electrical engineering:

YES Structural engineering:

YES Civil engineering:

SOURCE SELECTION INFORMATION - SEE FAR 3.104.

Encl 3

PRESELECTION BOARD EVALUATION WORKSHEET - PAGE 2

Title of Project: Design of Consolidated Tactical Equipment Maintenance Shop
Location of Project: Fort Bliss, TX Project No.: 98145

Firm Name/Address: *Best Architects, Inc., El Paso, TX*

PAST PERFORMANCE: *1 Sat. eval. in ACASS- Fire Sta., Ft. Polk, Design Ph, 15 Jun 93*

CAPACITY TO ACCOMPLISH WORK IN REQUIRED TIME:

NO Experience with similar size projects: *Largest maint. shop only 20,000 sq. ft.*

Capacity of key disciplines:

YES Project management:
NO Architecture: *Back-up arch. is not R.A.*
NO Fire protection engineering: *Technician is only back-up*
NO Mechanical engineering: *5 mech engr. but only 1 w/ exp. in maint. shops*
YES Electrical engineering:
NO Structural engineering: *Only 1 struct. engr. - no back-up*
YES Civil engineering:

KNOWLEDGE OF LOCALITY:

YES Design of buildings in hot, arid climate:

RECOMMENDED TO SELECTION BOARD AS HIGHLY QUALIFIED: ___ YES _X_ NO

SOURCE SELECTION INFORMATION - SEE FAR 3.104.